# 1.0 CMCS Portal Environment Overview

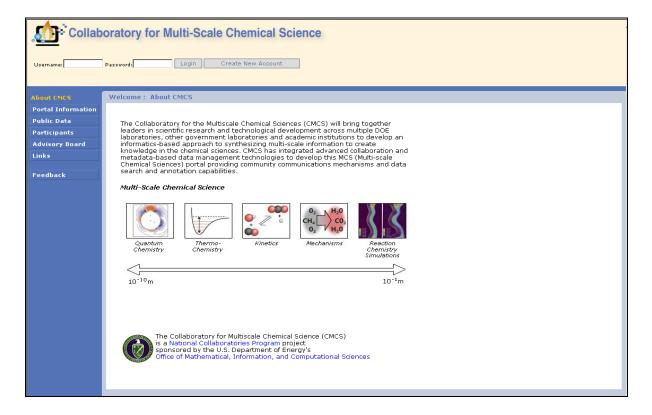
This tutorial provides an overview of the general capabilities of the CMCS (Collaboratory for Multi-Scale Chemical Science) Portal. Later tutorials delve into specific tools and capabilities specific to Chemical Science collaboration.

#### Other tutorials

- 1.0 CMCS Portal Environment Overview
- 2.0 CMCS Account Management
- 3.0 CMCS Data Management
- 4.0 CMCS Group Management
- 5.0 CMCS Group-Based Collaboration tools (not available)
- 6.0 CMCS Metadata / Pedigree
- 7.0 CMCS Search
- 8.0 CMCS Notifications (not available)
- 9.0 CMCS Portal Configuration (not available)

# Initial web page

The portal landing page is the initial web page that a user encounters when visiting the CMCS Portal.



#### Portal page layout

The portal landing page illustrates the general layout of all portal pages. Pages are listed on the left. Windows containing information, tools or applications that correspond to the selected page are displayed on the right. [In this case, there are two windows containing information: *About CMCS* and *Goals*.] These windows will be referred to as "portlets" from this point on. [These two portlets are information-based.]

### Logging in to the portal

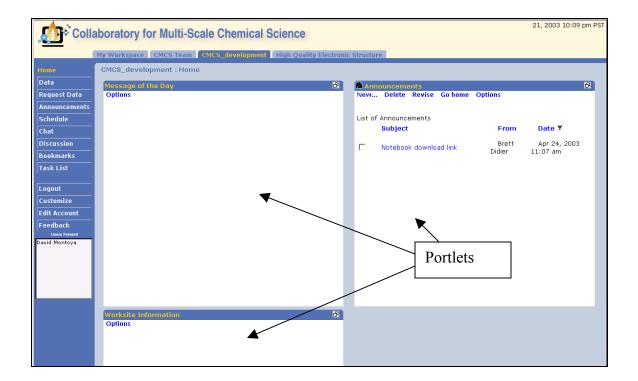
At the top of the page is a place to enter *Username* and *Password* or to create a new account. For more information on registering and account creation, refer to the Account Management tutorial.

Log in to the CMCS portal. *Username*: demo, *Password*: cmcsdemo may be used to log in if an account has not already been created.

### Workspaces

CMCS portal is structured so that each user has a personal workspace and each team has a workspace. Furthermore, there is a public workspace that can be accessed by all users. Users have access to their private workspace and to all the workspace(s) for all team(s) that they are a member of.

The following screen shows a user that is a member of [three teams (CMCS Team, CMCS\_development and High Quality Electronic Structure)]. Each tab along the top of the page is a workspace that the user can access. My Workspace is the user's personal workspace. The other tabs indicate team workspaces. Click on a tab to go to a workspace. The [CMCS\_development] team workspace is shown. If a user is a member of more than five teams, a pull down menu is displayed to the right of the fifth tab. The menu will list the rest of the teams that the user has membership in.



The left column is a list of pages available in the current workspace. There is a set of default pages that are included when a new workspace is created for a new team or user. Workspaces can be customized easily to include tools and capabilities that better fit how the space will be used. [The **Home** page for the **CMCS\_development** team is shown above. There are three portlets on this page.] The number and types of portlets will vary based on what capabilities are provided to users in the workspace.

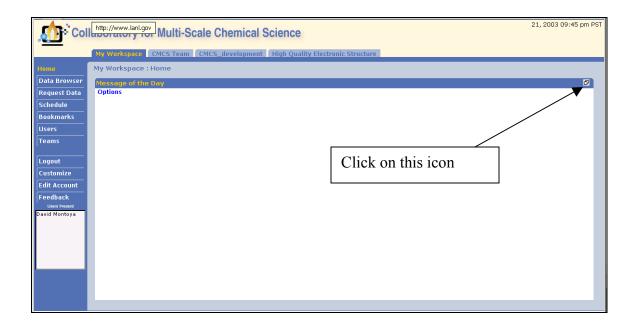
#### **Users Present**

The *Users Present* window at the bottom of the list of pages on the left side of the workspace displays the names of other team members that are currently within the same team space in the workspace. In this case, there is only one user within the [CMCS\_development] team workspace.

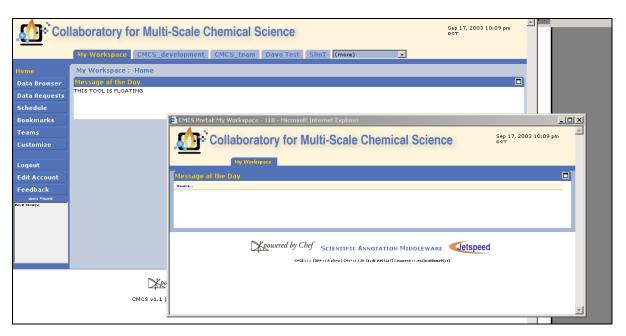
# Floating a portlet

Another feature of the portal environment is the ability to float a portlet in a separate browser window. This allows the user to keep a portlet separate from the main portal environment. A user can do other things within the portal environment and still have the floating portlet available.

To float a portlet in its own window, click on the float icon  $\Box$  in the upper right corner of the portlet window.



This places the [Message of the Day] portlet in its own browser window and displays the message "THIS TOOL IS FLOATING" in the space normally occupied by the portlet.



To return or dock the portlet to its portal page, click on the dock icon in the upper right corner of the floating portlet window or on the right side of the portlet title bar on the portal page.